

Georgia State Board of Examiners for Certification of Water and Wastewater Treatment Plant Operators and Laboratory Analysts

Application for Certificate Reinstatement

What you need to know:

These are not ALL of the requirements. You are strongly encouraged to review the laws and rules of the Water and Wastewater Treatment Plant Operators and Laboratory Analysts for further information and requirements. These can be found at <http://rules.sos.ga.gov/gac/750> and [http://sos.ga.gov/plb/acrobat/Laws/29 Water Wastewater 43-51.pdf](http://sos.ga.gov/plb/acrobat/Laws/29_Water_Wastewater_43-51.pdf).

- All certificates expire June 30 of odd-numbered years.
- Late renewal period is July 1 – September 30 of odd-numbered years. Late penalty fee is assessed during this time period.
- An individual who passes the Board-required certification examination is exempt from continuing education requirements for that certificate for the first renewal period after initial issuance of the certificate.
- The same course cannot be attended more than once in the same certificate renewal period to attain the required continuing education points for that renewal period. However, the same continuing education course can be attended during a different renewal period.
- Failure to renew a certificate by October 1 of renewal year shall have the same effect as revocation of the certificate.
- Applications for reinstatement shall be accompanied by:
 - (a) A reinstatement fee established by the Board (See Fee Schedule);
 - (b) Evidence of the completion, since the last renewal, of the total continuing education points which would have been required if the certificate had been maintained in a current status; and
 - (c) Evidence of meeting the minimum current education requirements for that class and category of certificate.
- If a certificate has lapsed for a period of more than 2 years, the Board shall require, as a prerequisite for reinstatement, passage of an examination for that category of certificate in lieu of the continuing education.
- An Application for renewal of a certificate must be accompanied by a renewal fee (See Fee Schedule) and attestation of continuing education points accumulated since the last renewal period. The following chart lists the required number of points for each renewal certification.

CERTIFICATION HELD CONTINUING EDUCATION POINTS

Class I Operator Water & Wastewater	24	At least 50% of the points must be in coursework approved for Water, Wastewater, or for both.
Class II Operator Water & Wastewater	18	At least 50% of the points must be in coursework approved for Water, Wastewater, or for both.
Industrial Wastewater Operator	18	At least 50% of the points must be in coursework approved for Water, Wastewater, or for both.
Laboratory Analyst Water & Wastewater	18	At least 50% of the points must be in coursework approved for Water, Wastewater, or for both.
Class III Operator Water & Wastewater	12	At least 50% of the points must be in coursework approved for Water, Wastewater, or for both.
Water Distribution System Operator	12	At least 50% of the points must be in coursework approved for Water, Wastewater, or for both.
Wastewater Collection System Operator	12	At least 50% of the points must be in coursework approved for Water, Wastewater, or for both.
Class IV Operator Water & Wastewater	6	All of the points must be in coursework approved for Water, Wastewater, or for both.

Georgia State Board of Examiners for Certification
of Water and Wastewater Treatment Plant
Operators and Laboratory Analysts
237 Coliseum Dr., Macon, GA 31217
404-424-9966
www.sos.ga.gov

Application for Certificate Reinstatement

Reinstatement Fee \$165.00 (non-refundable)
Make checks payable to Georgia Board of
Water/Wastewater

Date Entered _____
Receipt # _____
Submitted \$ _____
Date Issued _____

Applying for: Reinstatement of Certificate #: _____ Date Expired: _____
(Only One Certificate May Be Reinstated Per Application)

Name of Employer: _____

☐ Please check this box if you are a military spouse or a transitioning service member of the United States Armed Forces, including the National Guard.

Applicant Name:

LAST FIRST MIDDLE
Social Security # ¹: [][][] - [][] - [][][][] Date of Birth: [][][] - [][][] - [][][][][][][][]

¹ This information is authorized to be obtained & disclosed to state & federal agencies pursuant to O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

Gender: ☐ Male ☐ Female

Residential Address:

PHYSICAL ADDRESS - NUMBER AND STREET NAME REQUIRED (P.O. BOX NOT ACCEPTABLE) APT #
[][][] [][][][][] - [][][][][]
CITY STATE ZIP

Mailing ²

Address :

(P.O. BOX ACCEPTABLE) ² O.C.G.A. §43-1-2 (k) Your name, mailing address and license number are public information and will appear on Secretary of State's website
[][][] [][][][][] - [][][][][]
CITY STATE ZIP

Daytime Phone #

[][][] - [][][][] - [][][][][][]

Evening Phone #

[][][] - [][][][] - [][][][][][]

E-mail Address ³: _____

³ Required for communication with Board staff. Your email will not be shared with third parties.

**Georgia State Board of Examiners for Certification of Water and
Wastewater Treatment Plant Operators and Laboratory Analysts**

Application for Certificate Reinstatement

Applicant Name: _____ **Certificate #:** _____

Complete either SECTION A or SECTION B:

SECTION A - license lapsed for less than 2 years

_____ Application is made in accordance with Rule 750-7-.02(2) because my certificate has been lapsed for **2 years or less**.

_____ In addition to this application and the required reinstatement fee, I am enclosing a copy of my **Continuing Education Completion Certificate(s)** for the required amount of points to reinstate this certificate.

SECTION B – license lapsed for more than 2 years

_____ Application is made in accordance with Rule 750-7-.02(3) because my certificate has been lapsed **for more than 2 years**. In addition to this application and the required reinstatement fee, I am enclosing the following:

_____ Proof of passing the appropriate examination since my certificate lapsed; and

_____ Evidence of education required for this class and category of certificate. (Submit only if current education requirements in Rule 750-7-.03 differ from those required at time of original Certification in this class and category.)

The following questions must be answered regarding the time period since the date of your last renewal. If you answer “Yes” to any question, you must provide documentation, including date(s) and place(s) of arrest(s) and/or conviction(s). Attach additional pages, if necessary. **Certified copies of final court dispositions for convictions are required to be included with this application. Failure to provide final disposition documentation will delay consideration of your application.**

Since the date of your last renewal of this certificate, have you been arrested, convicted, or sentenced for any felony, misdemeanor, DUI or DWI?	YES	NO
Since the date of your last renewal of this certificate, have you entered a plea of guilty or nolo contendere, or been given “First Offender” status for any felony, misdemeanor, DUI or DWI?	YES	NO
Since the date of your last renewal, have you been denied issuance of or, pursuant to disciplinary proceeding, refused renewal of any license or certificate by any Board or agency in Georgia or any other state?	YES	NO

Georgia Bureau of Investigation
Georgia Crime Information Center

CONSENT FORM

I hereby authorize **The Georgia Board of Examiners for Certification of Water and Wastewater Treatment Plant Operators and Laboratory Analysts** to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Address, City, State, County, Zip

Sex

Race

Date of Birth

Social Security Number

By signing this form, I acknowledge that I have been informed of the Non-Criminal Justice applicant's Privacy Rights and the Privacy Act Statement (title 28 United States Code § 534).

Signature

Date

Special employment provisions (check if applicable):

☐ Employment with mentally disabled (Purpose code "M")

☐ Employment with elder care (Purpose code "N")

☐ Employment with children (Purpose code "W")

Select one of the following (required):

☐ This authorization is valid for 90 days / 180 days / days from date of signature.

☐ I, _____, give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.

**Georgia State Board of Examiners for Certification of Water and
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AFFIDAVIT

Applicant Name: _____ **Certificate #:** _____

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Examiners for Certification of Water & Wastewater Treatment Plant Operators & Laboratory Analysts, and I agree to abide by these laws and rules, as amended from time to time.

I also understand that if I have made a false statement on the application, or if I am found to have been convicted of a felony and have not had all of my civil rights restored pursuant to the law, **the Board may suspend my registration without a prior hearing.** I shall be entitled to a hearing after the suspension of my registration.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1 (mark either 1 or 2 below as it applies to your status):

1) _____ I am a United States citizen 18 years of age or older. You must submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other approved document.

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. You must submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status. This list may be found on the Board's website at this address: <http://sos.ga/gov/admin/files/svd2013.pdf>

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has attached at least one Secure and Verifiable Document, as required by O.C.G.A. § 50-36-2, with this Affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

State of Georgia, County of _____

Print name of Applicant

Subscribed and sworn to before me this
_____ day of _____, _____

Signature of Applicant

Notary Public
My Commission expires: _____

NOTARY SEAL (legible seal required; If using embossed seal,
apply shading to make seal legible when digitized.)